

.07 PROCEDURE

Upon Release:

- The OOA will transfer the offender in [COMPAS](#) to the DCC agency. This is done by transferring the offender at both the Offender and Case Manager level. Instructions for Agency Transfer: Go to the offender in [COMPAS](#). Go to Person Summary page (left side option). Under "Person Summary" option on right, click "Actions" and the drop down option of "Transfer" and transfer the offender to DCC. Then, down at the bottom on the right, choose the active "Case Manager" option, then click on the active case and click "Actions" next to the "Case Information." Choose the drop down of "Transfer" and transfer the case there as well.
- The agent will review the most recent assessment completed in the institution and enter is a Screener Supervision Level Recommendation. The agent will also enter a Supervision Start date and a Next Review date. The Supervision Start date is the date the agent entered the Screener Supervision Level Recommendation. If no assessments were completed in the institution, the agent shall complete a **COMPAS-R Core assessment with the offender. The agent shall complete all items on the DCC Offender Intake Checklist ([DOC-2625A](#))** and route it to the supervisor for review. The supervisor is responsible for entering the Actual Supervision Level and approving the DCC Offender Intake Checklist ([DOC-2625A](#)). Once the date computed complete is reached for the New Release status, the primary flag will automatically drop off and the status keeper will set the status as indicated on the [DOC-2625A](#) and the [DOC-2625A](#) task will be removed.
- The agent may complete the URICA upon reentry if the offender will be referred to programming in the community.